



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 530.543.1501 PH 530.543.1660 FAX TahoeRCD.org

Public Information Specialist

- Position** Resource Conservationist I - Public Information Specialist
- Location** South Lake Tahoe, California
- Salary** \$12.00 - \$15.00 per hour (depending on experience)
- Duration** April 24 — September 30, 2017 (Full-Time or Part-Time, Seasonal Position Available)
[End & start dates are dependent upon weather and workload, position may start sooner/later and end sooner/later]

Job Description

As a staff member of the Tahoe Resource Conservation District (Tahoe RCD) and working under the direction of the Watercraft Inspections Program Coordinator, the Public Information Specialist will be responsible for answering the Lake Tahoe Watercraft Inspection Program hotline, documentation, data entry, data analysis and reporting, customer service; and interaction with private/public property owners and partners of the Tahoe RCD. Employment under this position is seasonal and dependent upon the needs of the Tahoe RCD and the availability of funding to support the position.

Work is performed in the Tahoe RCD office, which can involve long hours and extended periods at a desk and on the phone. Frequent interruptions to planned work activities will occur. Position will require flexible work hours when needed including holidays, weekends, and evenings.

Specific Job Description

- Answer phone calls and emails from the public with questions about the Watercraft Inspection Program
- Coordinate inventory delivery with Service Technician and Program Coordinator
- Data entry and analysis (non-motorized surveys, launching check-ins/haul outs, call tracking)
- Answer phone calls from staff with questions about inspections, decontaminations, fee collection, computer issues, etc.
- Help develop materials for staff in the field (e.g. outreach materials, signs, etc.)
- Maintain supply of materials used in the field (e.g. log books, inspection forms, training packets, contact lists, etc.)
- Coordinate AIS Found protocols
- Schedule and coordinate special inspections/decontaminations
- Assist Program Coordinator, Outreach Specialist, Operations Coordinator and/or Service Technician as needed
- Ensure excellent customer service is provided

Minimum Qualifications

- **Skills:** excellent written and oral communication skills, and ability to apply this knowledge to communicating with the public; familiarity with and/or ability to quickly learn to implement appropriate watercraft inspection protocols; ability to manage high intensity and challenging situations effectively; familiarity with Lake Tahoe and/or Truckee River Watershed's ecological and social issues; a can-do-attitude is a must.
- **Ability to:** work on a team; work Holidays and weekends; exercise safe work practices at all times and under various conditions; lift heavy objects, and work for extended periods of time in various extreme weather conditions; exercise sound judgment; communicate effectively with the public; establish and maintain effective working relationships; possess a professional demeanor and presence.
- **Possess:** basic computer skills including but not limited to familiarity with Microsoft Office applications (Word, Excel, PowerPoint, and Access), Google Docs, and database management; California or Nevada driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment.
- **Subject to:** background check conducted and requested by the Tahoe RCD.

Desirable Qualifications

- Two years or more of college education; a passion for our natural resources and conservation actions
- Knowledge of watercraft and invasive species
- Experience in public outreach, customer service, and conflict resolution
- Applying analytical techniques to resolve conflicts and follow protocols and procedures

Additional Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements. The Tahoe RCD office is located at approximately 6,226 feet. Summer temperatures can be over 80 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, and/or odors.

Please Note

The length of the work season will be dependent and modified according to weather conditions. All positions are contingent upon funding and workload requirements. Housing is not included with this employment opportunity.

How to Apply

Please submit resume and 3 professional references to **Nicole Cartwright**: ncartwright@tahoercd.org. Write as a subject heading "Public Information Specialist Application- INSERT YOUR NAME". Applications are accepted via email only.

Final Filing Date

Applications due by March 10th, 2017

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.